Approved For Release 2002/09/**SFGRA**RDP81B00961R000100140063-2

OSA-2635-63

_ J.h. 1963

MEMORANDUM FOR: Chief, CAB, Office of Personnel

SUBJECT : Clerical Vacancies - OSA/DDR

1. Following are current clerical vacancies in OSA/DDR:

| Contracts Division: Clerk-Typing GS-6 (1) Clerk-Typist GS-5 (1) Intelligence Staff: Secy-Steno GS-6 (1) Development Division: Secy-Steno GS-6 (2) Secy-Steno GS-7 (1) Security Staff: Clerk-Steno GS-5 (1) Programs Staff: Secy-Steno GS-7 (1) Clerk-Steno GS-6 (1) Clerk-Steno GS-7 (1) Clerk-Steno GS-6 (1) Deputy for Support: Admin Ass't GS-7 (1) Clerk Typist GS-5 (2) | Registry Branch: | | |
|---|-----------------------|--------------|-----|
| Clerk-Typing GS-6 (1) Intelligence Staff: Secy-Steno GS-6 (1) Development Division: Secy-Steno GS-6 (2) Secy-Steno GS-7 (1) Security Staff: Clerk-Steno GS-6 (1) Programs Staff: Secy-Steno GS-7 (1) Programs Staff: Secy-Steno GS-7 (1) Deputy for Support: Admin Ass't GS-7 (1) | Courier | GS-6 | (2) |
| Clerk-Typist GS-5 (1) Intelligence Staff: Secy-Steno GS-6 (1) Development Division: Secy-Steno GS-6 (2) Secy-Steno GS-7 (1) Security Staff: Clerk-Steno GS-6 (1) Clerk-Steno GS-5 (1) Programs Staff: Secy-Steno GS-7 (1) Clerk-Steno GS-6 (1) Clerk-Steno GS-7 (1) Clerk-Steno GS-6 (1) Deputy for Support: Admin Ass't GS-7 (1) | Contracts Division: | | |
| Intelligence Staff: Secy-Steno GS-6 (1) Development Division: Secy-Steno GS-6 (2) Secy-Steno GS-7 (1) Security Staff: Clerk-Steno GS-6 (1) Clerk-Steno GS-5 (1) Programs Staff: Secy-Steno GS-7 (1) Clerk-Steno GS-7 (1) Clerk-Steno GS-6 (1) Clerk-Steno GS-7 (1) Clerk-Steno GS-7 (1) Clerk-Steno GS-6 (1) | Clerk-Typing | GS-6 | (1) |
| Secy-Steno GS-6 (1) Development Division: Secy-Steno GS-6 (2) Secy-Steno GS-7 (1) Security Staff: Clerk-Steno GS-6 (1) Clerk-Steno GS-5 (1) Programs Staff: Secy-Steno GS-7 (1) Clerk-Steno GS-6 (1) Deputy for Support: Admin Ass't GS-7 (1) | | GS- 5 | (1) |
| Development Division: Secy-Steno GS-6 (2) Secy-Steno GS-7 (1) Security Staff: Cierk-Steno GS-6 (1) Clerk-Steno GS-5 (1) Programs Staff: Secy-Steno GS-7 (1) Clerk-Steno GS-6 (1) Deputy for Support: Admin Ass't GS-7 (1) | Intelligence Staff: | | |
| Secy-Steno GS-6 (2) Secy-Steno GS-7 (1) Security Staff: Clerk-Steno GS-6 (1) Clerk-Steno GS-5 (1) Programs Staff: Secy-Steno GS-7 (1) Clerk-Steno GS-6 (1) Deputy for Support: Admin Ass't GS-7 (1) | Secy-Steno | GS-6 | (1) |
| Secy-Steno GS-7 (1) Security Staff: Clerk-Steno GS-6 (1) Clerk-Steno GS-5 (1) Programs Staff: Secy-Steno GS-7 (1) Clerk-Steno GS-6 (1) Deputy for Support: Admin Ass't GS-7 (1) | Development Division: | | |
| Secy-Steno GS-7 (1) Security Staff: Clerk-Steno GS-6 (1) Clerk-Steno GS-5 (1) Programs Staff: Secy-Steno GS-7 (1) Clerk-Steno GS-6 (1) Deputy for Support: Admin Ass't GS-7 (1) | Secy-Steno | GS-6 | (2) |
| Clerk-Steno GS-6 (1) Clerk-Steno GS-5 (1) Programs Staff: Secy-Steno GS-7 (1) Clerk-Steno GS-6 (1) Deputy for Support: Admin Ass't GS-7 (1) | <u> </u> | GS-7 | (1) |
| Clerk-Steno GS-5 (1) Programs Staff: Secy-Steno GS-7 (1) Clerk-Steno GS-6 (1) Deputy for Support: Admin Ass't GS-7 (1) | Security Staff: | | |
| Programs Staff: Secy-Steno GS-7 (1) Clerk-Steno GS-6 (1) Deputy for Support: Admin Ass't GS-7 (1) | Clerk-Steno | GS-6 | |
| Secy-Steno GS-7 (1) Clerk-Steno GS-6 (1) Deputy for Support: Admin Ass't GS-7 (1) | Clerk-Steno | GS-5 | (1) |
| Clerk-Steno GS-6 (1) Deputy for Support: Admin Ass't GS-7 (1) | Programs Staff: | | |
| Deputy for Support: Admin Ass't GS-7 (1) | Secy-Steno | | |
| Admin Ass't GS-7 (1) | Clerk-Steno | GS-6 | (1) |
| | Deputy for Support: | | |
| | Admin Ass't | GS-7 | (1) |
| - | | GS-5 | |

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OSA-2635-63, CONT'D

Security Section:

Clerk-Typist GS-5 (1)

2. The courier vacancies must be filled with young men as well as the last 4 positions listed above. The couriers will be located in Headquarters. The last four positions listed above are located in the U.S. Field.

25X1A

Chief, Personnel Branch OSA-DD/R

PB/OSA: JA: rgu (4 June 1963)

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